

Livingston County CARES Inc. Board of Directors Meeting

MacVittie College Union – Room 324

Thursday September 6, 2018 4:00 PM

**APPROVED MINUTES**

Call to order of Board Meeting: Meeting called to Order - 4:04 pm

Attendance

Present: Bailey, Bolesky, Brady, Colon, Donohue, Freeman, Harvey, Huff, Kallio, Kennison, Lee,

Lehman, Livesey, Mann, Matthews, Natoli, Palumbo, Rogalsky (5:06 arrival)

Absent: Henning, Sauter

Approval of Minutes from 8/8/18

Motion to approve: Natoli, Second: Bailey. Carried.

Officer Reports

President (Matthews):

2018 Annual report was updated and reprinted to make a few edits. 50 copies were made to be distributed to stakeholders throughout the fall / winter.

Report out on meeting with SUNY Geneseo Alumni Relations office: Purpose of meeting was to discuss connecting Geneseo Goes to Town with alumni (of LC and Geneseo) across the US as a national day of service. It will be difficult to coordinate with their projects this year and we will think about coordinating on our own this year and collaborating moving forward. This meeting initiated the conversation. We have a follow up meeting scheduled.

Secretary (Freeman):

Conflict of Interest forms - All board members must please sign

Scheduling the October meeting - OPTIONS: 10/22, **10/23 - scheduled**, 10/29, 10/30

Treasurer (Bailey):

Reviewed Net Asset Analysis last year to June 2018

Deposited \$20,000 into a 13 mo. CD with 2.85%

NOTED: Send a copy of the minutes from 8/8/18 meeting to Key Bank  
Medieline Brillling - new student accountant will be assisting the board in creating monthly a *Statement of Financial Activities*

Committee Reports

Executive Committee: nothing to report

Governance: nothing to report

Finance: nothing to report

Audit: nothing to report

Events:

Gumbo to Go:

Thursday Nov. 8, 2018 & Thursday April 11, 2019

Brenda Donohue will coordinate volunteers for the day

Annual Meeting / Dinner: April 15, 2019

Livingston CARES Day:

GOLD Workshop – Alumni of CARES trips

Tabling in Union

Scholarship: nothing to report

Membership / Marketing: nothing to report

Trips: (Matthews / Freeman / Palumbo) Report on upcoming trips

Trip updates:

How do we package and charge for trips? Discussed a fee structure that is the airfare plus \$100 to \$150.

Matthews has pursued working with SUNY on May Trip - as a possibility link to their trips

January Trips - 1/12-1/19: Nov. 1 Deadline to pay

Florida Keys - COST: est. \$525 (14 people) \$411.33. Trip leader: Tom Wilson (community member)

Houston, TX - COST: est. \$500 (10 people) 297.37 Trip leader: Nick Palumbo

Puerto Rico - COST: est. \$850 (Max 14 people) 403.80 Betsy Colon, Joe Kirk

March Trips - 3/16 – 3/23

Atlanta, GA - \$356

Biloxi, MS

Brooklyn, NY (3/17-3/23) - Fee for Red Hook Space - \$25 per person per day - Funds are to create a sustainable future for the space

Florida Keys - \$402.00 to Ft. Lauderdale + \$165

Houston, TX - \$648.90

Orlando, FL (Give Kids the World - 3/15-3/23)

Puerto Rico - \$656

May Trips – 5/18-5/25

Florida Keys - in early stages of planning

Puerto Rico - in early stages of planning

Action Items:

- Authorize president to distribute collected funds for:

New York City Metro - Hurricane Sandy to SBP - \$2,000 for items list attached

Discussed initial intention of funds to support families impacted.

Motion to purchase a table saw for \$1,400 and expend balance of funds by end of fiscal year to help support student travel on March trip. Motion:

Natoli, Second: Bailey, carried

Puerto Rico - Air Conditioner for volunteer housing unit.

Discussion around usefulness and ethics around purchasing an Air Conditioner for volunteers.

Other ideas: Window screening, generator.

Tom will go back to the Methodists and request a different item.

Houston - Garth will contact Methodists in Houston.

Florida - Motion to spend \$500 on sheetrock sander. Motion: Natoli, Second:

Donohue, carried.

Haiti - Medicine for Hospital - Motion made to donate \$707.75 to fund the purchase of needed medicines for our emergency room in hospital in Bourgne,

Haiti - the site where Geneseo students have been serving for nine years. Motion: Wes, Second: Lehman, Carried.

- Food Pantry Internship -  
\$1,500 donation incoming for internship \$1,000 - \$500  
Motion to accept funds to create the Betsy Matthews Geneseo-Groveland Food Pantry  
Internship. Motion: Donohue, Second: Colon, Carried.
- Approve payment of \$501.61 for Livingston CARES insurance rider  
Motion: Kallio, Second: Lehman, Carried
- Approve payment of \$500.00 for Fr. Gordiner award to Jo Kane  
Anonymous gift - Livingston CARES holds the funds  
Motion: Donohue, Second: Natoli, Carried.
- Approve a policy to require \$100 / \$25 non-refundable deposit for all trips  
Motion to require a \$100 deposit to secure a spot on each trip with up to 50% non-refundable. Motion: Donohue, Second: Palumbo, carried.  
Discussion: within this deposit structure we need to be flexible and take each request for a refund on a case-by-case.

New Business:

Discussion: Has Livingston CARES approached Sponsored Research in seeking grants? Yes, but it is currently not a priority. We should think about utilizing that office when appropriate. Our donations come in from a range of places and for restricted and unrestricted funds so not always appropriate to utilize Sponsored Research but a good thing to keep in mind.

Adjournment: Motion: Natoli, Second: Freeman carried

**Please save the following dates for Livingston CARES Activities**

**BOARD MEETINGS:**

FALL

6/20/18

9/6/18

Oct: 10/23

SPRING

2/4/19

3/11/19

**ANNUAL / CORPORATE MEETING**

April 15 – 4:00 PM Meeting

Dinner at 5:30 PM Interfaith Center

**GUMBO TO GO**

November 8, 2018

April 11, 2019

**2018-19 COMMITTEE ASSIGNMENTS:**

**Committee**

Executive Committee

**Chair**

Matthew  
s

**Members**

Bailey, Freeman, Lee, Livesey, Palumbo

Governance	Freeman	Palumbo, Huff, Lee, Natoli, Rogalsky
Finance	Bailey	Kennison, Mann
Audit	Kenney	Lehman, Sauter, Henning
Events (Gumbo to Go / Annual Dinner)	Donohue	Harvey, Kennison, Brady
Scholarship		Freeman, Matthews, Palumbo
Membership / Marketing	Lee	Bailey, Harvey, Henning, Kallio
Trips	Henning	Harvey, Huff, Lee, Sauter